

PURCHASING OFFICER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
0307	Purchasing Officer I	03	356	6 mo.	07/30/99
0308	Purchasing Officer II	03	356	6 mo.	07/30/99
0309	Purchasing Officer III	03	356	6 mo.	07/30/99
1128	Purchasing Officer IV	03	356	6 mo.	07/30/99

Promotional Line: 4

Series Narrative

Employees in positions allocated to this series are engaged in the centralized purchase of supplies, services, construction, and equipment for a centralized campus-wide purchasing office. They procure designated types and quantities of materials at the best possible price within the delivery time needed by the users in accordance with regulations established by the campus as well as by state and federal governments.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Purchasing Officer I

0307

Employees at this level perform entry-level purchasing functions for a variety of general commodities and services that are readily available and have well defined specifications. They work under direct supervision from a designated supervisor in a centralized campus-wide purchasing office.

A Purchasing Officer I typically –

1. performs basic purchasing activities such as:
 - a. checking requisitions and issuing purchase orders for such items as custodial supplies, office supplies, and minor equipment
 - b. preparing requests for quotations/bids for review by the supervisor and making recommendations for the award of purchase orders
 - c. soliciting telephone bids
 - d. expediting purchase orders
 - e. maintaining commodity bid lists and interviewing salespersons who market the assigned commodities and services
 - f. preparing letters to vendors and memorandums to campus departments pertaining to purchase orders

2. serves as a procurement resource person on the characteristics, capabilities, and applicability of assigned commodities and services
3. assists in training and supervision of secretarial/clerical staff
4. prepares reports (such as status of requisitions, purchase orders, shipments, and complaints) related to the assigned commodities purchased
5. performs other related duties as assigned

Level II: Purchasing Officer II**0308**

Employees at this level are experienced buyers who perform purchasing functions for a variety of specialized products and services, and who advise user departments on the purchase of such items. They work under general supervision from a designated supervisor in a centralized campus-wide purchasing office.

A Purchasing Officer II typically –

1. performs purchasing activities, such as:
 - a. reviewing requisitions and advising departments on the appropriateness and adequacy of specifications for a variety of specialized items (such as laboratory equipment, furniture, printing, or food service products)
 - b. preparing bid invitations, selecting qualified bidders, securing quotations, and making awards
 - c. maintaining commodity bid lists and interviewing salespersons
 - d. reviewing departmental and vendor complaints and recommending action
 - e. performing expediting functions
2. prepares reports and correspondence (such as status of requisitions, purchase orders, shipments, and complaints) related to his/her assigned products
3. assists in on-the-job training and supervision of lower level Purchasing Officers and secretarial/clerical staff
4. assists in the review and acceptance of simple contract documents (such as maintenance agreements)
5. provides oral and written interpretation of policies and procedures, rules and regulations, revised statutes and internal guidelines to campus personnel and vendors
6. performs other related duties as assigned

Level III: Purchasing Officer III**0309**

Employees at this level are highly experienced professional buyers who (a) perform complicated and highly specialized purchasing functions, (b) serve as the supervisor of a section within a centralized purchasing department, and/or (c) assist the head of a purchasing program in the operation and management of the program. They work under direction from a designated supervisor in a centralized campus-wide purchasing office.

A Purchasing Officer III typically –

1. performs purchasing activities for complex products and services (such as large computer systems, research equipment, or fleet vehicles); assists user departments in preparation of specifications for such items; secures quotations, makes awards, and inspects and/or monitors the testing of delivered commodities
2. supervises the purchasing activities of lower level Purchasing Officers and secretarial/clerical staff (such as assigning and reviewing work activities, training, and evaluation job performance)
3. prepares such contracts as leases, lease/purchases, installment purchases, and professional service contracts for review by legal counsel; administers subsequent changes or revisions to those contracts
4. investigates complaints from departments and vendors, problems arising from procurement of commodities, and determines appropriate action
5. may serve as assigned buyer for the procurement of surplus property or other items procured from state and/or federal agencies
6. counsels administrators and employees on general and specific purchasing policies and rules; studies internal purchasing procedures and recommends changes if necessary
7. gathers data and develops reports as necessary
8. reviews, analyzes, and participates in the development and implementation of operational policies and procedures
9. performs other related duties as assigned

Level IV: Purchasing Officer IV**1128**

Employees at this level (a) manage a moderate-sized purchasing program, (b) provide administrative assistance in the total operation and administration of a large purchasing program, and/or (c) manage a functional section of lower level Purchasing Officers within a large purchasing office. They work under administrative direction from a higher-level administrator.

A Purchasing Officer IV typically –

1. supervises professional and clerical staff indirectly through subordinate supervisors; plans, assigns, and reviews work activities; counsels staff on conduct in purchasing; evaluates job performance; and approves or recommends personnel actions

2. analyzes and is responsible for solutions to highly complex functions (such as budgetary planning, relationships with state and federal agencies, procurement planning and bid analysis) for maximum cost-effectiveness in purchasing
3. serves as primary liaison with outside department heads concerning purchases
4. performs research or investigatory functions in the purchasing area (such as assisting users in the development of specifications for a total system for a campus) and/or in the preparation and administration of legal contracts
5. performs or supervises purchases of highly technical and/or critical items (such as campus-wide communication systems and construction of buildings)
6. approves purchase orders and requisitions involving a major commitment of the institution's resources
7. develops and administers (perhaps in conjunction with the head of the department) the purchasing department's budget
8. analyzes and prepares statistical reports, narrative reports, and publications for use in formulating goals and objectives of the program
9. serves on various committees to represent the purchasing department
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Purchasing Officer I

0307

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

60 semester hours of college credit for course work in any field

or

18 months responsible experience¹ in fields that provide preparation for purchasing work such as claim resolution, expediting, returned goods, resolving billings, and/or public relations/customer service

or

any proportional combination of the above

¹ Purchasing experience is defined as experience in which the major duty was the negotiation of price, quantity, and quality of goods and services with several vendors, whether for internal use or resale. Selecting items from a catalog or list for which the price, quantity, and quality have previously been negotiated is classified as ordering and is not qualifying

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. skill in mathematical computation
2. ability to work with others and skill in effective communication
3. ability to read, write, and comprehend materials related to purchasing
4. ability to learn university policies and procedures, as well as state and federal laws as they pertain to purchasing
5. ability to purchase products in a cost-effective manner and to perform related follow-up to expedite purchases

Level II: Purchasing Officer II**0308**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of education/experience requirement listed for the Purchasing Officer I

and

2. 30 semester hours of college credit for course work in any field

or

9 months of work experience-performing duties comparable to those listed for the Purchasing Officer I

or

any proportional combination of the above
3. 9 months of work experience performing duties comparable to those listed for the Purchasing Officer I

NOTE: Possession of an Accredited Purchasing Practitioner (APP) certificate from the National Association of Purchasing Management (NAPM) satisfies requirements 1 and 2 above. Requirement 3 would still have to be met however.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. skill in effective oral and written communication
2. knowledge of purchasing principles
3. analytical ability

4. supervisory ability

Level III: Purchasing Officer III**0309**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of education/experience requirement listed for the Purchasing Officer II

and

2. 30 semester hours of college credit for course work in any field

or

9 months of work experience performing duties comparable to those listed for the Purchasing Officer II

or

any proportional combination of the above

3. 15 months of work experience performing duties comparable to those listed for the Purchasing Officer II

NOTE: Possession of a Certified Professional Public Buyer (CPPB) certificate from the Universal Public Purchasing Certification Council (UPPCC) satisfies all the credential requirements for the Purchasing Officer III. (Certificates listed for the Purchasing Officer IV would also satisfy the Purchasing Officer III requirements.)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. skill in effective oral and written communication
2. thorough knowledge of commodity sources and market trends
3. thorough knowledge of purchasing principles and procedures
4. analytical skill
5. supervisory ability

Level IV: Purchasing Officer IV**1128**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of education/experience/training requirement listed for the Purchasing Officer III

and

2. two years of work experience performing duties comparable to those listed for the Purchasing Officer III

NOTE: Possession of a Certified Purchasing Manager (CPM) certificate from NAPM or a Certified Public Purchasing Officer (CPPO) certificate from UPPCC satisfies all of requirement 1 above and one of the two years required in #2.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. proficient in effective oral and written communication
2. broad knowledge of commodity sources and market factors and economic trends related to procurement of goods and services
3. comprehensive knowledge of purchasing principles and procedures
4. analytical skill
5. supervisory skill
6. managerial/administrative ability

Purchasing Officer I.....	Revised
Purchasing Officer II	Revised
Purchasing Officer III	Revised
Purchasing Officer IV	Revised